Dhirubhai Ambani
Institute of Information and Communication Technology

Employee Management System

Minutes of Meeting

nicher SaaS

Course: IT314 Software Engineering

Project Group: 1

The present document contains Minutes of the meetings we conducted to fulfill the objectives of our project.

1. Meeting during Lab Hours

Project Kick-off meeting

- **Date:** 8 February 2023

- **Time:** 2 pm-5 pm

- **Location:** Lab

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Joshi, Aditya Patel, Saurav, Malav, Tarang

- **Agenda:** Introduction
    Project Objectives
    Timeline
    Roles and responsibilities

- **Project vision & scope:**
  Build one of the best possible Employee Management Systems, also called HRMS. Get it evaluated by the professor and try to build industry-grade software. The team aims to deliver user-friendly software that efficiently manages employees for a company.

- **Timeline:**
  The project timeline was discussed. The team agreed to a 3-month timeline for the project. The project will be divided into phases with specific milestones to ensure timely delivery.

- **Roles and Responsibilities:**
  The roles and responsibilities of each team member were discussed. The project lead will oversee the project and ensure it stays on track. The development team will be responsible for the design and development of the system. The testing team will ensure that the system meets the required quality standards. The documentation team will write the required documentation with the development team.

Task/Team	Person
Frontend dev	Sanket | Arnish | Aditya Patel | Darshan
Backend dev	Krupal | Shrey
UI/UX and prototyping	Malav
Documentation	Saurav | Aditya Joshi | Malav | Tarang
Testing	Tarang | Saurav

- **Conclusion:**
The meeting concluded with the agreement that the team would work together to ensure the project's success. The next meeting will be scheduled to discuss the progress of the project.

2. Meeting Outside Lab Hours

Sprint Planning Meeting

- **Date**: 18 February 2023

- **Time:** 10 pm - 11.30 pm

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Joshi, Aditya Patel, Saurav, Malav, Tarang

- **Last Sprint**
This is the first sprint planning meeting.

- **Backlog**
  - Determine the requirements and build an SRS
  - Think of possible tech required to implement the system.

Sprint Planning Meeting

- **Date:** 1 March 2023

- **Time:** 10 pm - 12 am

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Joshi, Aditya Patel, Saurav, Malav, Tarang

- **Review of Last Sprint**
  Make an SRS and define the technologies and tools to work on.
  Technology has been decided today. Flutter for frontend for a smartphone-based app. Node.js is used for the backend following the API structure. MongoDB is the preferred database.

- **Backlog**
  - Refine the SRS and make user stories
  - Start basic building blocks of the development work.

Planning Meeting

- **Date:** 4 March 2023

- **Time:** 8 pm - 10 pm

- **Attendees:** Sanket, Arnish, Darshan, Aditya Patel, Malav, Saurav, Aditya Joshi

- **Minutes**
  - Start of design and requirement analysis phase.
  - Studied and observed HRMS websites of various companies like Workday.
  - Ideated what our app should look like and started working toward it.

- **Target**
  - Build a paper design for the front end of our app.
  - Analyze the non-functional requirements.

Sprint Planning Meeting

- **Date:** 6 March 2023

- **Time:** 3 pm - 4 pm

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Patel

- **Review of Last Sprint**
  Refine SRS and make user stories. Start essential development works. Barebone frontend and backend structuring are done.

- **Backlog**
  - Create models for the database.
  - Build the API structure for the backend to serve data from the database.

Sprint Planning Meeting

- **Date:** 20 March 2023

- **Time:** 8 pm - 10 pm

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Joshi, Aditya Patel, Saurav, Malav, Tarang

- **Review of Last Sprint**
  Building basic API structure and database models completed.

- **Backlog**
  - Frontend designs are now available, so the frontend team must start making pages.
  - Documentation work for database and design is considered to be started.
  - The backend team creates APIs to serve the data.

Planning Meeting

- **Date:** 2 April 2023

- **Time:** 10 am - 10.45 am

- **Attendees:** Krupal, Shrey

- **Minutes**
  - Confirmation and validation on database models.
  - Confirmation and validation on API routes

- **Target**
  - Build new API routes as discussed.
  - Refine the schema and query optimization.

Planning Meeting

- **Date:** 3 April 2023

- **Time:** 9 pm - 10 pm

- **Attendees:** Arnish, Sanket, Aditya Patel, Darshan, Malav

- **Minutes**
  - Confirmation and validation on Frontend components and pages
  - Discuss building a web version, too, apart from the app or not.
  - Talk to the designer about the app design and some details.

- **Target**
  - Improve the pace of building new pages.
  - Routing and reverse routing for each page.

Documentation meeting

- **Date:** 3 April 2023

- **Time:** 10 pm - 10.30 pm

- **Attendees:** Saurav, Aditya Joshi, Tarang, Krupal, Sanket, Malav

- **Minutes**
    - Briefing about the current progress of the backend team.
    - Briefing about the current progress of the frontend team.
    - Decisions about the PPT design.

- **Target**
    - Ready the Mid evaluation report document for submission.
    - Make the PPT for mid-evaluation.

Review meeting before the Mid-evaluation

- **Date:** 4 April 2023

- **Time:** 10 pm - 11.30 pm

- **Attendees:** Saurav, Aditya Joshi, Tarang, Krupal, Sanket, Malav, Arnish, Shrey

- **Minutes**
    - Briefing about the current progress of the backend team.
    - Briefing about the current progress of the frontend team.
    - Review of the PPT and report document.

- **Target**
    - Refine the PPT according to the meeting discussions.
    - Improve the report according to the meeting discussions.

Sprint Planning Meeting

- **Date:** 15 April 2023

- **Time:** 8 pm - 10 pm

- **Attendees:** Sanket, Arnish, Shrey, Krupal, Darshan, Aditya Joshi, Aditya Patel, Saurav, Malav, Tarang

- **Review of Last Sprint**
  Basic development work done

- **Backlog**
    - Improvise the design and UI of the front end.
    - Backend and frontend connection setup over Wi-Fi.
    - Adjust and change routes in the backend according to the frontend requirements.

Connecting the backend and front meet.

- **Date:** 20 April 2023

- **Time:** 2.30 pm - 6 pm

- **Attendees:** Sanket, Krupal, Arnish, Shrey

- **Minutes**
    - Enabled the API request across HTTP over Wi-Fi between the front.
    - Discussed and solved the discrepancies between the front and back-end routes.

- **Target**
    - Deploy the backend for the frontend app to check API service.

Testing and documentation meet.

- **Date:** 21 April 2023

- **Time:** 8 pm - 9 pm

- **Attendees:** Tarang, Saurav, Darshan, Aditya Joshi

- **Minutes**
  - Clarification about requirements for testing purposes.
  - Understanding user-flow.

- **Target**
  - Clarify flow and alternate flows with the DEV team.

Cross-team meet

- **Date:** 22 April 2023

- **Time:** 11 pm - 2 am

- **Attendees:** Sanket, Krupal, Arnish, Shery, Darshan, Aditya Patel

- **Minutes**
  - Deployed the backend app live for the front end to use.
  - Solved bugs and security issues that blocked content access.
  - Deployed Cloud-based database.

- **Target**
  - Connect Frontend with the live backend and improve the speed of rendering data.

Team meeting

- **Date:** 24 April 2023

- **Time:** 2 pm - 4.30 pm

- **Attendees:** Sanket, Arnish, Darshan, Aditya Patel

- **Minutes**
    - The flexibility and responsiveness of the app were designed and discussed.
    - Discussed mistakes and code quality of pages.

- **Target**
    - Writing exhaustive and covering test cases for testing.
    - Complete the white box or unit testing for front-end systems.

Team meeting

- **Date:** 25 April 2023

- **Time:** 2 pm - 4.30 pm

- **Attendees:** Sanket, Krupal, Arnish, Shery

- **Minutes**
    - Bug fixing.
    - Decided upon testing and environment.

- **Target**
    - Write exhaustive and covering test cases for testing.
    - Complete the white box or unit testing for backend systems.

Team meeting

- **Date:** 25 April 2023

- **Time:** 10 pm - 11 pm

- **Attendees:** Malav, Saurav, Aditya Joshi, Tarang

- **Minutes**
    - Discussed final corrections of documentation created.
    - Review of documentation.
    - Discussed the flow of the presentation.

- **Target**
    - Removal of errors or ambiguity.

Team meeting

- **Date:** 26 April 2023

- **Time:** 9 am - 11 am

- **Attendees:** Tarang, Krupal, Sanket

- **Minutes**
    - Blackbox testing was discussed as final completion of the product was done.
    - A complete overview of the product's features would be required to perform the testing.

- **Target**
    - Perform black box testing.
    - Make necessary changes, if any, in the code.